



Document Name	Registration Form Cabin Crew Training
Document Ref	MATA-CC-008
Page Number	Page 1 of 3

MATA IS AN SA-CAA APPROVED TRAINING ORGANISATION – ATO# CAA/0405

PLEASE COMPLETE AND EMAIL PAGE 1 TO Yvettes@matasa.co.za lise.wielart@matasa.co.za
PLEASE USE "CCM/" AND YOUR SURNAME AS REFERENCE. (E.G. CCM/SMITH)

REGISTRATION FORM: CABIN CREW TRAINING											
PERSONAL DETAILS											
SURNAME AND INITIALS:											
NAMES:											
ID NO: (PASSPORT NO)											
DATE OF BIRTH:		YYYY	MM	DD	GENDER:		M	F			
SA CITIZEN?		Y	N	OTHER	SA RESIDENT?			Y	N		
POSTAL ADDRESS:											
CONTACT NO'S:		TEL:			CELL:			OTHER			
NEXT OF KIN:		RELATIONSHIP:									
EMAIL ADDRESS:											
PERSON RESPONSIBLE FOR PAYMENT:									TEL:		
GENERAL INFORMATION								YES	NO		
MATRICULATED:											
WILLING TO UNDERGO A MEDICAL EXAMINATION:											
ABLE TO SWIM:											
TRANSPORT TO CLASS:											
EVER CONVICTED OF A CRIMINAL OFFENCE:											
ANY MEDICAL CONDITIONS AWARE OF E.G. DIABETES, ASTHMA ETC. IF YES PLEASE SPECIFY BELOW.											
HEIGHT:											
REFERRED TO US BY:											
COURSE DATE:											
<ul style="list-style-type: none"> The above information is correct to the best of my knowledge. I agree to adhere to the rules and regulations of Mega Aero Training Academy. I understand the contents of the Mega Aero Training Academy brochures. I know that Mega Aero Training Academy does not guarantee employment. I understand that I can't continue with the course should I fail the DD50 medical examination. I will ensure that the balance of all outstanding fees is due and payable within 30 days of course commencement, and understand that no final examinations or licencing will be allowed before settlement of the full course fees. 											
STUDENT SIGNATURE:		PARENT SIGNATURE:					DATE:				

Bank Name:	FIRST NATIONAL BANK
Universal Branch Number:	250-655
Bank Account Name:	MEGA AERO TRAINING ACADEMY (PTY) LTD
Bank Account Number:	62305830532
Registration Number	2009/023801/07
SWIFT /BIC Code:	FIRNZAJJ

(PAGE 2 AND 3 TO BE BROUGHT TO TRAINING ON DAY ONE.)**RULES AND REGULATIONS****STUDENTS**

- All students will behave in an orderly fashion.
- No cellular telephones will be allowed during lectures.
- No eating, smoking or other refreshments will be allowed during lectures.
- No firearms or self-defence weapons of any kind will be allowed on any of the premises used for lectures.
- All students will treat others with the proper respect.
- All students must wear proper non-revealing clothes or uniform as instructed by MATA or instructors employed by MATA.
- Students are responsible for their own lunch or refreshments during lunch break.

CLASS TIMES FRAMES AND ABSENTEEISM

- Classes will be from Monday to Friday 08h00 to 15h00
- Should a student be absent for one day, it will be the student's own responsibility to familiarise themselves with the days' work.
- Should a student be absent for more than one day, the student may be requested to re-do the whole module.
- Should it be necessary to schedule some lectures over a weekend or after hours, students will be notified in advance of such arrangements.

EXAMS AND PASS MARKS


- All subjects must be passed with the expected criteria in order to be successful.
- Tests will be written regularly in order to evaluate a student's progress.
- All written exams must be passed after every module with 90%.
- A Designated Examiner will evaluate all practical assessments.
- On successful completion of the MATA Course, all students will be subjected a written exam at the Civil Aviation Authority of South Africa to obtain their licenses.

COURSE FEES AND RE-WRITES

- A 50% deposit is required on registration. The balance of all outstanding fees is due and payable within 30 days of course commencement. No final examinations or licencing will be allowed before settlement of the full course fees.
- Should a student need to re-do a module/test, any applicable fees must be paid before the module/test may be attended.
- The course fees will cover all theory, practical training, CAA examination fee and CAA licence issuing fee.
- Extra payments should be only made to any Designated Medical Examiner (DD50).
- Class 2 Medicals (DD50) and x-Rays to be completed before attending the course or in first week.
- Should a student be unable to complete the training program, a cancellation fee of 20% will become payable to the training institution. If payment in full had been done, it is totally up to the management's discretion to decide the merits of the scenario.

CONFIDENTIALITY

- All forms and correspondence must be signed by the student and if applicable by the parent or guardian.
- All forms, correspondence, course material and information of MATA are confidential to the students.
- MATA Training Academy functions independently.
- All correspondence will be between MATA and the General Manager and students.
- No correspondence will be entered into with any party except the students and their parents.
- All correspondence with regards to the course will only be allowed during normal working hours. Only emergencies will be allowed after hours.

	Document Name	Registration Form Cabin Crew Training
	Document Ref	MATA-CC-008
	Page Number	Page 3 of 3
MATA IS AN SA-CAA APPROVED TRAINING ORGANISATION – ATO# CAA/0405		

COURSE MATERIAL

- Students will be allowed to keep the course material (**excluding any electronic devices on loan**) as their property, given by MATA.
- Students will not be allowed to remove any items from the premises without consent from the instructor.

FAILURE TO COMPLY WITH THE RULES AND REGULATIONS

SHOULD A STUDENT FAIL TO COMPLY WITH ANY OF THE RULES IT WILL BE TO THE DISCRETION OF MATA WHETHER SUCH A STUDENT MAY CONTINUE WITH THE TRAINING PROGRAM.

STUDENTS WILL BE ASKED TO LEAVE THE COURSE IMMEDIATELY FOR THE FOLLOWING REASONS:

- Committing any criminal offence for the duration of the course.
- Students failing a re-do/test module for the second time.
- Theft of company property.

In the unlikely event of a student being asked to leave the course or a student leaving the program voluntarily, all paid fees are non-refundable.

MATA will not be held responsible for any injuries, death, loss of personal property or income or the inability to secure employment at any airline. MATA is NOT A PLACEMENT AGENCY and therefore does NOT GUARANTEE any student employment as a cabin crewmember at any airline.

Student Signature Date

INDEMNITY

I,

With ID number:

Hereby acknowledge that I am entering the premises of MATA, their clients and or service providers at my own risk, and on the following conditions:

1. That I, as well as any third parties that may act on my behalf or my dependants, agree to waive all claims against the said company for any injury, loss or damage of whatever nature due to any act or omission whatsoever on the part of the company, its employees or agents, or any defect of the premises or equipment of the company while on or in the precincts of the premises or during transport to any of the said areas.
2. That I agree to conform to the rules of safety and security as practiced by the company and therefore voluntarily to the searching of my person, vehicle or any other property under my control while on or in the precincts of the premises
3. That I undertake to obey any lawful instruction given by an official of the company:

Student Signature Date (INITIAL EACH PAGE)